

LAND USE TECHNICIAN SUPERVISOR

DEFINITION:

Under general direction, to supervise, train, and coordinate the work of a section of Land Use Technician in the processing of building permits, subdivision and zoning applications; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Land Use Technician Supervisor is the highest classification in the land use technical series. Incumbents provide overall training, supervision, and direction for subordinates; coordinate operations with other divisions within the department; and act as a liaison with technical and professional staff of other departments.

EXAMPLES OF DUTIES:

Plan, organize, train, and evaluate work performed by a section of subordinate technicians; interpret and advise subordinates on the application of land use ordinances, codes and other applicable regulations; coordinates with other departments permits and land use related activities performed by technical and professional staff; may be assigned to staff committees; may act as department representatives at community or other group meetings; prepare reports, both oral and written, for department management; and provide technical backup support for automated systems.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The elements of planning and zoning as related to ordinances governing land use and zoning.
- Building construction methods and the drawing and reading of building plans and maps.
- Methods and techniques for analyzing and interpreting construction design plans, specifications, and working plans related to land use applications and permits.

General Knowledge of:

- State laws and municipal and county ordinances governing building, land use and zoning matters.
- Basic arithmetic.
- Principles of management, training, evaluating, and supervising.
- Structural technology, construction practices and techniques related to building construction and/or alternations of existing structures.

Skills and Abilities to:

- Train, direct, evaluate subordinates and maintain program objectives.
- Interpret and apply zoning and land use regulations and planning concepts to difficult land use problems.
- Obtain information and evidence by on-site inspection, past or present land use record examination and interviews.
- Convert visual observations, oral or written communications into concise, descriptive, written or oral formats that reflect continuity of thought and effectively convey concepts or conclusions.
- Read, interpret and research laws, rules and regulations, legal documents, legal descriptions, maps, architectural

- drawings and building plans.
- Effective oral and written communication skills and techniques for gathering, evaluating and presenting information and advising owners, architects, builders and the general public on compliance with codes and regulatory practices.
- Operate a data information system keyboard.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which clearly demonstrate possession of the knowledge, skills stated above. An example of qualifying education/experience is: Five (5) years of work experience with a public or private agency interpreting provisions of zoning ordinance, building codes and related regulations related to building construction and/or land use, at a level of responsibility sufficient to demonstrate the ability to perform the duties stated above.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

Valid California driver's license, or the ability to provide alternative private transport, is required at time of appointment. Employees in this class may be required to use their personal vehicle.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).